

**JOB INFORMATION**

Effective Date	10/20/2021
Job Code:	6537
Job Title:	Electrician
Salary Grade/Structure:	180 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	Trades
Job Summary	The Electrician position provides electrical installation, maintenance and repair to all facets of the university building infrastructure to ensure, safe, reliable power for all requirements. Responds to emergencies on weekends and holidays and after hours while ensuring prompt communications to employees and supervisors. Serves as a member of the campus hurricane ride-out crew. Hours: Monday – Friday 7:30 a.m. – 4:00 p.m.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED		Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	years of institutional or construction electrical experience in voltages up to and including 13,200 volts	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Electrical certificate from an accredited electrical apprenticeship or vocational school. Licensed as a Journeyman Electrician		Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Licensed as a Master Electrician		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
------	-------------

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Troubleshoot and repair all electrical systems as needed.	25%
• Repair and maintain all interior lighting and receptacle panels, contactors, breakers and motor starters.	20%
• Maintain all outside lighting and timer systems.	20%
• Assist Lead Electrician with planning, estimating, and ordering electrical materials for new projects and repair needs.	5%
• Assist Lead Electrician with estimates of construction cost of electrical materials for projects.	5%
• Safe work practice, take care of work vehicle and all tools. Keep tools and vehicle clean.	5%
• Conduct load analysis and provide recommendations for proper balance of loads, increased requirements, and future consideration.	5%
• Maintain material bench stock levels in material control and in truck stock.	5%
• Provide guidance, direction, and training to electrical helpers for optimum productivity.	5%
• Other duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description